
Sadie Zollinger

Glens Falls, NY
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- Education:
- Glens Falls High School - Second Honors - 2017
 - **Associate's Degree in Marketing** - SUNY Delhi School of Business & Hospitality - Graduated Magna Cum Laude with GPA of 3.80 - 2019
 - Achieved Dean's List each semester Fall 2017-Spring 2019

- Skills:
- Excellent communication and public speaking skills
 - Proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Applications (Docs, Sheets, Slides)
 - Excellent professional writing & proofreading skills (grammar, spelling, etc.)
 - Capable of typing 50+ WPM
 - Collaboration and Problem Solving skills
 - Loyal, dependable, and adaptable

Experience: **Jewelry Consultant - Zales**
June 2019-December 2019

Store permanently closed 12/28/2019 - ended with 100.34% on personal sales goal

Goals:

- Assisting customers by having knowledge of merchandise (diamonds, gemstones, designers)
- Helping guests to both stay within their budget and leave with a happy and memorable experience
- Meeting monthly sales goals

Daily Tasks:

- Opening and closing store
- Counting money in registers and preparing daily deposits
- Intaking, photographing, filing, and shipping jewelry to repair center
- Completing daily inventory counts

- Clienteling

Wait Staff - The Glen at Hiland Meadows Retirement Community & The Terrace Assisted Living Facility
2015-2019

Job included:

- Restaurant-style service to both independent living and assisted living residents
- Knowing all residents (~100) by name and basic info on allergies & diabetes
- Completing a course on Alzheimer's Disease
- Catering special events such as birthday and club celebrations
- Resetting tables, cleaning, and labeling food products for following day

Salesmanship Honors Contract

- In order to complete my Honors Program credit at SUNY Delhi, I added an Honors Contract to my traditional salesmanship course. This included **presenting mock business plans to three business owners in Oneonta, NY.** My final project involved **creating a new facebook page and 30 potential facebook/instagram posts for the Summer season** for a business that sells baseball bats (I'd be happy to email a pdf copy of this).

Awards:

- Received **Crary Foundation Education Fund Scholarship** based on academics & character - 2017-2019
- Received **Merrill Foundation Scholarship** based on leadership and community service - 2018
- Received **Dennis Callas Scholarship for the Honors Program** based on academics - 2019

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